

MINUTES
BOARD OF DIRECTORS
FRIENDS OF THE ALAMEDA ANIMAL SHELTER (FAAS)
Wednesday, August 16, 2017
12:00PM

Location: Alameda City Hall, 2263 Santa Clara Ave, Alameda, CA Room 360

Closed Session – FAAS Board of Directors was called to order at 12:02PM

1) Roll Call:

Board Members Present: Janet Davis, President; Steve Busse, Vice President; Michael Miller, Secretary; Deb Knowles, Member; Jim Moore, Member; Kathleen Woulfe, Member

Absent: Gail Artikaslan, Treasurer; Ken Werner, Member

Staff Present: John Lipp, Acting Director

2) Public Comment on Closed Session Items

There was no public comment.

3) The Board adjourned to Closed Session.

3-A) Board Development

3-B) Personnel Update and Status

4) Announcement of Action Taken in Closed Session

A motion for the Executive Committee to continue the Board Development function passed 6-0.

5) Adjournment

The closed session was adjourned at 12:21PM

Regular Board Meeting was called to order at 12:21PM

1) Roll Call:

Board Members Present: Janet Davis, President; Steve Busse, Vice President; Michael Miller, Secretary; Deb Knowles, Member; Jim Moore, Member; Kathleen Woulfe, Member

Absent: Gail Artikaslan, Treasurer; Ken Werner, Member

Staff Present: John Lipp, Acting Director

2) Oral Communications, Non-Agenda (Public Comment)

There were no non-agenda oral communications from the Public.

3) Approval of Minutes

Janet Davis asked for a motion to approve the minutes of the Tuesday, June 20, 2017, meeting of the FAAS Board of Directors. Deb Knowles made a motion that was seconded by Jim Moore. The motion passed 5-0. Steve Busse abstained.

4) Report – Status of Alameda Animal Shelter Services Agreement

John Lipp reported a 95% Live Release Rate for July 2017.

Licensing was originally slated to be taken over by the City on 7/1/17. Until the city is prepared to assume control of licensing, FAAS will continue to collect licensing fees and distribute licenses. Revenue collected for licenses will be held by FAAS until the city takes over licensing management. The board asked John to clarify if the license revenue during this transition period will stay with FAAS since FAAS is doing the work, or will it need to be transferred to the City.

FAAS is assisting the city to help find an additional, part-time animal control officer.

FAAS is working with the city to identify a consultant and schedule a contract mandated, comprehensive assessment of the shelter facility and operations.

FAAS submitted the first invoice for July 2017 services on 8/4/17.

FAAS met the contract requirement for a \$25,000 unrestricted matching grant on 8/7/17 through an unrestricted grant from the Alameda Support Foundation.

5) Report – Status of Shelter Improvements

Abdulla Ahmed, Capital Improvements Project Manager for the city, and Jim Moore met to discuss animal food prep and storage remodel project process and timeline on 8/2/17.

Capital Improvements – per lease agreement: John Lipp reported improved IT services at the shelter including new workstations and enhanced server security. Up to \$25,000 for IT improvements will be reimbursed by the city. Bids are being sought for sound mitigation and interior painting with up to \$20,000 to be reimbursed by the city. Volunteers have offered to help paint murals and other artwork within the shelter. High speed internet is being installed at no cost to FAAS. John Lipp met with the city regarding initiatives not listed in the contract including a Real Life Room, increasing parking along the entrance driveway, and creating a secured dog run/exercise yard in Clement Park immediately behind the shelter.

6) Report – Fundraising: Grants and After The Ball 2017

FAAS received a \$25,000 general operating grant from the Alameda Support Foundation.

After The Ball is scheduled for October 5, 2017.

As of 8/15/17 total sponsorships and ticket sales = \$41,350

7) Discussion – FY 17/18 FAAS Committee Structure

There are currently two standing committees: Executive and Finance.

The Executive Committee consists of the President, Vice President, Treasurer and Secretary.

The Finance Committee currently consists of Treasurer Gail Artikaslan, Deb Knowles, and Michael Miller.

Currently the Shelter Programs Advisory Group is a working group, not a committee. Janet Davis asked for a motion to make this group into a standing committee, the Shelter Programs Advisory Committee (SPAC). Steve Busse made the motion, and Jim Moore seconded. The motion passed 6-0.

The current members of SPAC are Janet Davis and Michael Miller. Janet Davis asked for a motion to create a City of Alameda Shelter Services Committee as a standing committee to focus on long-term shelter facility options and the city contract for services. Jim Moore made the motion, and Kathleen Woulfe seconded. The motion passed 6-0.

At their next meeting, the Executive Committee will further discuss committee names, members, and functions.

8) Acting Director Communications

This Saturday 8/19/17 FAAS is participating in the “Clear the Shelters” event.

The Summer of Love campaign will continue through September.

There are still tie-dye shirts available for sale for \$20.

FAAS will send a direct mail campaign in two weeks. The board was asked to tell John Lipp when they receive the mailing.

A volunteer helped fund mobile fencing to secure the parking lot when the shelter is closed to the public for dog training classes.

Volunteer job descriptions are being updated to focus on animal socialization and enrichment with a new call to action: “Change the world with love, one shelter animal at a time.”

9) Oral Communications, Non-Agenda

There was no additional business.

10) Board Communications

Jim Moore announced that Cat Town in Oakland has expanded and is now helping to adopt more at risk cats from the Oakland Animal Shelter.

Jim Moore announced that Fix Our Ferals, a nonprofit organization based in Richmond, has reopened for providing spay/neuter services. John Lipp said FAAS is now using them, on a space available basis, for spay/neuter.

Steve Busse reported that he and Janet Davis met with Laura Weisiger, City Clerk to clarify Sunshine Ordinance rules for the board.

11) Adjournment

The Meeting adjourned at 1:30PM

The next meeting is scheduled for

October 18, 2017 at 12PM in Room 360 of the Alameda City Hall

Minutes taken by Michael Miller, Secretary